The purpose of this Policy is to define the Holidays recognized by the University.

I. Eligibility for Holidays
   A. In all schools, departments and areas of the University, including MERC, the University extends paid time for Holidays to:
      
      All Faculty, not including Adjunct Faculty
      Regular Full-time Administrative Staff
      Regular Full-time Professional Staff
      Regular Full-time Classified Staff
      Regular Part-time Classified Staff (Category I) for the number of hours scheduled to work
      Part-time Staff (Category II) only if the University is closed on a day they are normally scheduled to work and only for the number of hours scheduled to work

      At MERC a work schedule must be on file in MERC Administration for the Part-time Staff – Category I and Category II – to be eligible for Holiday pay.

      Temporary and Student Employees are not eligible for paid time off for Holidays in any school, department or area of the University.

   B. University auxiliaries and off-site facilities/centers may have varying Christmas Holiday Schedules. Please check with your supervisor for your department's specific Christmas Holiday Schedule.

II. Recognized Holidays
   A. For all areas of the University not including MERC, the University recognizes the following Holidays:
      
      New Year’s Day
      Martin Luther King Day
      Good Friday
      Memorial Day
      Independence Day
      Labor Day
      Thanksgiving Day & the Friday following
      Christmas Eve & Christmas Day

   B. At MERC the University recognizes the following Holidays:
      
      New Year’s Eve & Day
      Martin Luther King Day
      President’s Day
      Memorial Day
      Independence Day
      Labor Day
      Columbus Day
      Veteran’s Day
      Thanksgiving Day & the Friday following
      Christmas Eve & Christmas Day
III. Administration

A. Individuals must be in a with pay status the working day prior to and the working day following the Holiday in order to be paid for the approved Holiday.

B. Individuals are permitted to schedule in advance additional Vacation Days to be taken in coordination with a Holiday for additional time off; however, such Vacation Days must be scheduled in advance and approved by the individual's supervisor prior to beginning the Holiday period.

C. Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. Administration will designate the specific day on which the Holiday will be observed in these instances.

D. Employees required to work on a holiday will be paid for the Holiday or may receive other compensatory time off during the workweek.

E. Administrators may work out special arrangements (compensatory time) or permit special use of Sick Leave up to a maximum of three days in a Fiscal Year for recognition of religious Holidays not observed by the University.

F. The President of the University may elect to shift the date of the Holiday or designate other Holidays during the year.

Approved Holidays for FY2011-2012
(Macon & Atlanta Campuses)
Independence Day-July 4, 2011
Labor Day-September 5, 2011
Thanksgiving-November 24 & 25, 2011
Christmas Holidays- December 23 through 30, 2011
New Year's Day (falls on Sunday-observed Monday January 2)
Martin Luther King's Birthday-January 16, 2012
Good Friday-April 6, 2012
Memorial Day-May 28, 2012